

PART-TIME SUMMER JOBS
RECREATION & PARKS DEPARTMENT
RECREATION DIVISION

The following positions will be available during the Summer of 2006. Applications will be accepted until April 12.

Day Camp Counselors and Supervisors for children ages 6-12.

Aquatics & Fitness Center Day Camp Counselors and Supervisors for children ages 5-12.

Tennis Instructors/Coaches

Camp Sunshine Day Camp Counselors/Special Populations

River Park North Day Camp Counselors

Bus Drivers/Counselors

Aquatics program personnel (outdoor City Pool) Assistant Pool Manager, Lifeguards, Swim Instructors and Attendants.

Most jobs are 20-30 hours per week for 7-8 weeks, beginning June 19th. City Pool begins June 9.

Salary: Non-supervisory - \$6.50 to \$7.25 per hour
 Supervisory - \$8.25 to \$10.25 per hour
(Hourly rates vary for selected positions based on specific job requirements)

Apply by Wednesday, April 12, 2006 to the City of Greenville, Human Resources, 201 Martin Luther King Jr. Drive, P.O. Box 7207, Greenville, NC 27835-7207. Required City employment application form may be obtained by calling (252) 329-4492 or visiting our website at www.greenvillenc.gov. Resume' **will not** be accepted in lieu of City application.

**GREENVILLE RECREATION & PARKS DEPARTMENT
SUMMER EMPLOYMENT OPPORTUNITIES**

Recreation Division 2006

MULTIPLE SPORTS MINI CAMPS

Position: Supervisor (1) (20-25 hours)
Salary: \$8.25 to \$10.25 per hour
Terms: 8 weeks, June 19 to August 11
Hours: 7:30 – 12:30 pm, Monday thru Thursday with an occasional Friday

Requirements: Applicants must possess a good knowledge of basketball, soccer, football, tennis and baseball skills. Have the ability to teach young people ages 4-8 in these fundamentals. Knowledge of first aid and safety procedures. Previous supervisory experience. College Graduate or Intern preferred, others will be considered based upon experience.

Description: Coordinate programs, trains and supervise part-time staff members. Maintains complete attendance records and other paper work. Assumes on site responsibility for operation of the program. Conduct camps for different age groups ranging from ages 4 to age 8. Teaching fundamentals of various sports such as basketball, soccer, football, tennis and baseball. Handles parental concerns and complaints. Understands Recreation and Parks Playground Program Philosophy. Evaluates program and staff.

Minimum Age: 18

Contact: Athletic Office at 329-4550 after 12:00 PM (Monday – Friday)

MULTIPLE SPORTS MINI CAMPS

Position: Camp counselor (5) (20 -25 hours a week)
Salary: \$6.50 to \$7.25 per hour
Terms: 8 weeks, June 19 to August 11
Hours: 7:30 – 12:30 pm, Monday thru Thursday with an occasional Friday

Requirements: Applicants must possess a good knowledge of basketball, soccer, football, tennis and baseball skills. Have the ability to teach young people ages 4-8 in these fundamentals. Knowledge of first aid and safety procedures.

Description: Conduct camps for different age groups ranging from ages 4 to age 8. Teaching fundamentals of various sports such as basketball, soccer, football, tennis and baseball. Assists supervisor with set up and breakdown of daily program

Minimum Age: 18
Contact: Athletic Office at 329-4550 after 12:00 PM (Monday – Friday)

TENNIS INSTRUCTOR/COACH

Position: Instructor for Summer, (5)
Salary: \$6.50 to \$7.25 per hour
Hours: Approximately 24 hours per week, varied times
Terms: Begins June 19 to August 11

Requirements: High School or College tennis playing background is a minimum requirement. Teaching background preferred. Possess knowledge of first aid and previous work experience with children.

Description: Teach tennis to youth and adults. Coaches youth tennis teams. Serves as Tennis Center attendant

Minimum age: 18

Contact: Chris Hinson, River Birch Tennis Center 329-4559

TOT LOT

Position: Supervisor (1) (20 hours)
Salary: \$8.25 to \$10.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: 8:30 - 12:30 pm, Monday thru Friday

Requirements: College graduate. Must have previous experience working with children. Previous supervisory experience. First aid experience.

Job Description: Coordinate and supervise 4 workers. Requisition of necessary operating materials with approval of Recreation and Parks leader. Maintain attendance records and other required paper work. Plan and coordinate daily activities for preschool children in morning group. (crafts, stories, field trips, games, snacks, sports, etc.) Assume on site responsibility for operation of the group. Handle parent concerns and complaints. Understand Recreation and Parks playground programs philosophy. Evaluates program and workers.

Contact: Kelvin Yarrell, 329-4542

TOT LOT

Position: Leaders (4) (17 hours)
Salary: \$6.50 to \$7.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: 8:45 am to 12:00 Noon, Monday thru Friday

Requirements: Previous experience working with young children in a recreation setting. Training in First aid.

Job Description: Daily guidance of children ages 4 and 5. Assist other workers and participates with children. Plans activities for children on occasion. Supervise the play area at all times. Understand Recreation and Parks philosophy.

Minimum age 16
Contact: Kelvin Yarrell, 329-4542

DAY CAMPS (4 -2 week sessions) at various sites

Position: Supervisor (5) (30 hours)
Salary: \$8.25 to \$10.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: 8:45 am to 2:45 pm, Monday thru Friday

During the week children follow a schedule of activities such as swimming, movies, bowling, skating, crafts, games, and storytelling.

Requirements: Prefer a college graduate. Must have some supervisory experience. Experience working with children. Trained in First aid and CPR. Elm Street Supervisor needs WSI Training.

Job Description: Coordinates maximum utilization and supervision of 2-4 counselors. Requisitions necessary operating materials with approval of Recreation and Parks Leader. Maintains complete attendance records and responsible for permission slips for each camper. Assumes on-site responsibilities for operation of the camp. Handles parental concerns and complaints. Plans daily activities for campers. Evaluates counselor's performance work habits. Understands Recreation and Parks philosophy.

Contact: Kelvin Yarrell, 329-4542

DAY CAMP

Position: Counselors (16) – at various sites
Salary: \$6.50 to 7.25 per hour
Terms: 8 weeks, June 19 to August 11
Hours: 8:45 to 2:45, Monday thru Friday

Requirements: Must have previous work experience in a recreation setting. Needs athletic, crafts and games experience. Also, experience in an outdoor nature study setting will be helpful. First aid knowledge. WSI or lifeguarding is a plus.

Job Description: Daily guidance of campers. Leads group through daily activities. Assist other counselors, participates with campers. Supervises the play area at all times. Plans and directs a portion of the daily routine. Understand Recreation and Parks playground philosophy.

Minimum age: 16

Contact: Kelvin Yarrell, 329-4542

Jaycee Park & Teen Center Extended Care Supervisor

Position: Supervisor (1)
Salary: \$8.25 to \$10.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: 7:30 am to 9:00 am, 2:45 to 5:30 pm, Monday thru Friday

Requirements: Prefer a college student or teacher. Must have had previous work experience with children. First aid and CPR knowledge.

Job Description: Maintain complete attendance records. Responsible for direct care of campers before and after camp. Handles parental complaints and concerns. Understands Recreation and Parks Philosophy. Responsible for unlocking and locking facility at beginning and end of the day.

Minimum age: 18
Contact: Kelvin Yarrell, 329-4542

CAMP SUNSHINE DAY CAMP (For children age 6-21 with mental & physical disabilities)

Position: Supervisor (1)
Salary: \$8.25 to \$10.25 per hour
Terms: 8 weeks, June 19 to August 11
Hours: 9:30 to 2:30 pm, Monday thru Friday

Requirements: Prefer experience in working with children that are mentally and/or physically disabled ages 6 - 21 in recreation, physical education, and or music setting. Experience as a Special Education professional highly desired. First Aid and CPR Certification is preferred.

Description: Assumes on site responsibility for operation of the program. Daily guidance of campers with disabilities, lead camp activities, assist other counselors, actively participate with campers, plan and direct a portion of daily activities, maintain attendance records and other required paper work. Assume responsibility for safety and discipline of campers. Handles parental concerns and complaints. Understands Recreation and Parks Playground Program Philosophy. Supervise and evaluate program and staff.

Minimum Age: 21

Contact: Braxton Patterson, Special Population Office: (252) 329-4541

Position: Counselors (7)
Salary: \$6.50 to \$7.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: Must be available between 9:30am-2:30pm

Requirements: Prefer experience in working with children that are mentally and/or physically disabled ages 6 - 21 in recreation, physical education, art or music setting.

Job Description: Daily guidance of campers with disabilities, lead camp activities, assist other counselors, actively participate with campers, plan and direct a portion of daily activities, maintain attendance records and other required paper work. Assume responsibility for safety and discipline of campers. Understand Recreation and Parks playground program philosophy.

Minimum age: 18

Contact: Braxton Patterson, Special Population Office: (252) 329-4541

BUS DRIVERS

Position: Bus Drivers/Counselors (5)
Salary: \$7.75 to \$9.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: 9:00 am to 3:45 pm, Monday thru Friday

Requirements: CDL license. Prefer individual currently approved to drive Pitt County buses. Must also assist with daily supervision of campers.

Job Description: Drive bus for campers

Minimum Age: 18

Contact: Kelvin Yarrell at 329-4542

RIVER PARK NORTH DAY CAMP

Positions: Counselors (2) Need male & female counselors
Salary: \$6.50 to \$7.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: 7:45 am to 12:15 pm Monday thru Thursday
7:00 pm to 9:00 am camping Thursday night

Requirements: Must have previous work experience in a recreation setting. Needs camping, boating, fishing, hiking, athletic, and games experience. Above average knowledge of wildlife in the area and not apprehensive about handling small forms of fauna; knowledge of first aid and experience around water. Possess a valid North Carolina's Drivers License.

Job Description: Daily guidance of 12 - 16 campers; leads group through daily outdoor experiences, and leads group on a one night camping excursion.

Minimum age: 16

Contact: Howard Vainright, 329-4562

CITY POOL

Assistant Manager – Will work directly under supervision of the manager, and assist with the opening and closing of the facility throughout the season. Will assist with payroll, scheduling, training, chemical operation and collection of fees, and will serve as a lifeguard and swim instructor. Must be certified as a Lifeguard, CPR/PR, First Aid and AED. Water Safety Instructor and Certified Pool Operators are preferred. Must have at least one year of experience in pool operation and lifeguarding. Works a 30-40 hour week. Salary range is \$9.00 to \$10.50 an hour.

Swim Instructors – Must be certified as a Water Safety Instructor or Instructor Aid to assist an instructor. Teaches group swimming lessons of all levels Monday – Friday evenings. Responsible for maintaining paperwork for these classes. Works 8-16 hours per week. Salary range is \$8.75 to \$10.25 an hour.

Lifeguards – Must be certified as a Lifeguard and in CPR/PR, First Aid and AED. Works a 20-40 hour workweek with hours ranging from 10:30am to 8:00pm, Monday – Sunday. Required to attend weekly training classes to maintain a high level of physical fitness. Salary range is \$7.50 to \$8.25 an hour.

Attendant – is required to work the pool office area collecting fees, and to assist patrons with usage of the facility, checking out bags for personal items, and cleaning the facility. Must be certified in CPR and First Aid. Works a 10 – 20 hour work week and will be involved with staff training programs. Salary is \$5.75 an hour.

Work begins early June.

Contact: Jessica Fiester, 329-4043

AQUATICS AND FITNESS CENTER SUMMER POSITIONS

DAY CAMP (8 - one week sessions)

Position: Counselors (6)
Salary: \$6.50 to \$7.25 per hour (20 - 30 hours a week)
Term: 8 weeks, June 19 to August 11
Hours: Must be available from 7:00 am to 6:00 pm, Monday - Friday.

Requirements: Must have previous work experience in a recreational setting. Needs athletic, arts & crafts, aquatics, and indoor and outdoor games experience. Must be active and enthusiastic!

Job Description: Daily guidance of 12-15 campers. Leads group through daily activities. Assist other counselors, participates with campers. Supervises the play area at all times. Plans and directs a portion of

the daily routine. Understand Recreation and Parks playground philosophy; knowledge of first aid

Minimum Age: 16

DAY CAMP (8 - one week sessions)

Position: Supervisor (2) (35 hours)
Salary: \$8.25 to \$10.25 per hour
Term: 8 weeks, June 19 to August 11
Hours: Must be available from 7:00 am to 6:00 pm
Monday thru Friday

During the week, children follow a schedule of activities such as swimming, movies, bowling, skating, crafts, games, and storytelling.

Requirements: Prefer a college graduate with supervisory experience. Enjoys working with children. Must have previous experience in a recreational setting. Must be active and enthusiastic. CPR and or first aid certified. Possess or willing to obtain a C.D.L. license.

Job Description: Coordinates maximum utilization and supervision of other counselors. Leads groups through daily activities. Assist in requisition necessary operating materials with approval of supervisor. Maintains complete attendance records and responsible for permission slips from each camper. Assumes on-site responsibility for operation of the camp. Handles parental concerns and complaints. Implements daily activities for campers. Evaluates CITS performance and work habits. Understands Recreation & Parks playground philosophy.

Minimum Age: 18

Contact: Kathleen Shank 329-4568

PARKS DIVISION
2006

PARK ATTENDANTS

The city of Greenville is recruiting for seasonal park attendants to work at River Park North. Senior Lifesaving or WSI Certificate strongly preferred. Attendants must have good working knowledge of small boats and motors, strong swimming skills, and familiarity with outdoor and water leisure programs. Attendants will also issue and collect fees for fishing permits, pedal boats rides, handle concession sales, pick up litter and trash, clean restrooms and shelters and assist in park patrol.

River Park North is open to the public Tuesday through Sunday during daylight hours. Attendants will work on a schedule of 20 - 40 hours a week, including weekend work. Salary is \$5.75 to \$8.25/hour.

SEASONAL PARK LABORER

The City of Greenville Recreation and Parks Department is accepting applications for a seasonal park laborer to assist in maintaining city parks and facilities. The job runs April through September. The hours are 20 - 40 hours per week for this period with working hours varying according to the type of work to be done. Some weekend work is required.

Special jobs would be grass cutting, athletic field preparations, litter and trash pick up, and building and landscaping maintenance. Safety shoes are required and are to be furnished by the worker. The salary is \$5.25 to \$8.00/hour.